

RollCall-Pro Premium Installation and Setup Manual



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1 Purpose of this Manual

The purpose of this **Installation & Setup Manual** is to assist in the configuration of the system before using it in a meeting. It is not written specifically for an information technology professional, but the information it presents is useful for someone with this background, who might have the responsibility of installing and configuring RollCall-Pro.

There is a separate **Operator's Manual** which is designed to assist the person who will actually operate the RollCall-Pro system in a meeting.

You should also become familiar with the **SideKeys User Manual** that came with this System. This manual provides valuable information regarding the setup, maintenance and trouble shooting of the wireless keypad system.

2 RollCall-Pro Installation

Normally this software is installed on a single PC or laptop computer that is usually situated in a board/council chamber. The RollCall-Pro System could also be setup on a network computer that is then accessed through any room with a computer that has a network connection to the central server where the program was installed. The following instructions assume a normal PC or laptop installation, but where a network install would differ, the network installation differences will be noted — the major difference being where you install the software and where you save the Results.

Note: To install onto the network, you must install the CD onto the network server computer, BUT the RollCall-Pro USB SideKeys receiver must be installed on the local PC in board/council chamber in order for the keypads to work correctly.

2.1 System Requirements

Minimum system requirements to run RollCall-Pro include the following:

- Pentium III Processor
- Microsoft Windows 2000 and up
- CD-ROM drive and USB port
- RollCall-Pro Hardware (USB SideKeys Receiver and Keypads)

The RollCall-Pro Setup installs all of its files on the drive where the Windows operating system is installed. The default directory is "C:\RollCall-Pro\".

Note: RollCall-Pro is designed to operate under 1024 X 768, 1366 X 768, or 1920 X 1080 resolution.

2.2 System Software

To install the RollCall-Pro software:

1. Load the RollCall-Pro System CD into the CD-ROM of the computer.
2. The program is not designed to automatically Startup. You must navigate to the CD and to the Install Directory on it.
3. In the D:/Install Directory (assuming that "D" is the CD-ROM drive), you will see a file called "RollCallProPremium30Setup.exe". Double-click on this icon and the installation program will start and guide you through the rest of the installation. Follow the onscreen instructions.

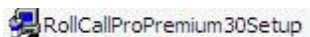
Depending on whether you've chosen (in Windows Explorer) to view Icons or Tiles or List or Details, you'll see a "Setup icon" like one of these:



or



or



or



Figure 2-1. RollCall-Pro Setup Icons

The Welcome Screen is the first window you will encounter after you have started the RollCall-Pro System installation:

**Figure 2-2. Welcome Screen**

4. Click on "Next" to continue.

The next RollCall-Pro Software installation screen is the Software License Agreement:

**Figure 2-3. Software License Agreement**

5. Carefully read this agreement and when you are finished reading and willing to accept the agreement, click on the "I accept..." button and then "Next" to continue.

The next screen is a "Read Me" file of information about this latest version of the software. It contains useful information about the system requirements, customer notes and planned upgrades of the RollCall-Pro software program:



Figure 2-4. Read Me File

Click "Next" to display the User Information Screen:



Figure 2-5. User Information

6. Enter your Name and Company/Organization. Choose "Anyone" or "Only for me".
7. Click "Next" to display the Destination Folder screen. The default Destination Folder is on the "C" hard drive of the local computer, in a Folder named "RollCall-Pro" (C:\RollCall-Pro\). If this location is satisfactory, press "Next". If you want the program installed elsewhere, click on the "Change" button and see the following screen:



Figure 2-6. Choose the Default Destination Directory



Figure 2-7. Define a Custom Destination Directory

8. It is recommended that you use the default directory.

Also, note that a network installation will probably be "C:\RollCall-Pro\" as well, but when connecting via a local computer, the network drive will probably be "mapped" and a shortcut to the application should be created on the local computer's desktop

with the mapped network drive name.

9. Click on the "Next" button to display the Ready to Install Screen, which allows you to simply verify that the information you have given so far is correct:



Figure 2-8. Ready to Install

10. If everything is correct, click on the "Install" button. If anything is incorrect, click "<Back" to correct the information before proceeding.

This is the last point where the program asks for information for the installation. From this point forward, the RollCall-Pro System installation will start and will copy files to your computer.

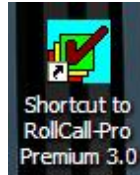
When the installation process is complete, the Setup Complete Screen displays:



Figure 2-9. Setup Complete

11. The RollCall-Pro software installation is now complete and all that remains to do is to click on the "Finish" button.

Once the setup screens are gone, you will notice two icons on your desktop. One is a colorful Icon named "Shortcut to RollCall-Pro Premium":

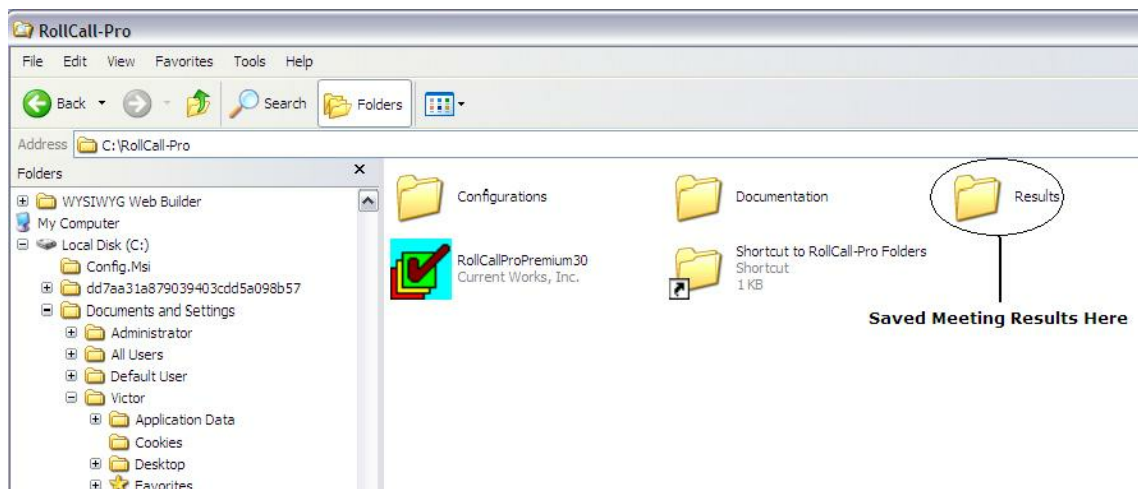


This icon is linked directly to the RollCall-Pro software application. When you want to start up the RollCall-Pro software program, simply *double-click* on this icon.

The other icon provides a shortcut to the Roll Call-Pro Folders where, along with several other folders, the Results Folder is located:



The Results documents are saved in the folder named "Results":

**Figure 2-10. RollCall-Pro Folder**

RollCall-Pro Results files in the Results folder are labeled/named by the meeting date:

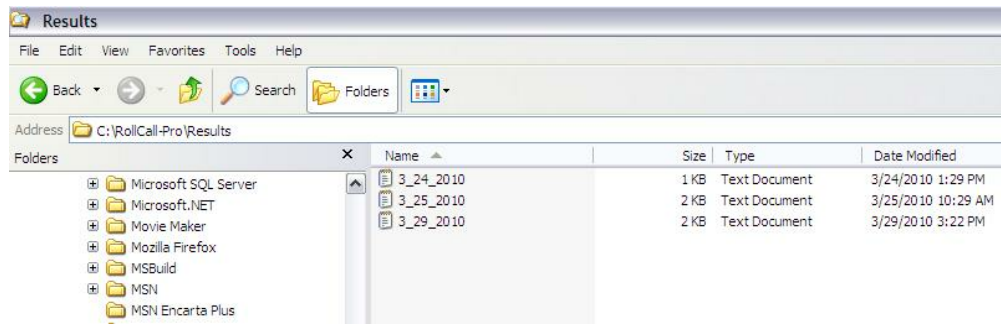


Figure 2-11. Results Folder

2.3 System Hardware

The hardware needed to complete the system includes the wireless SideKeys Keypads and the USB SideKeys RollCall-Pro Receiver.

To connect the receiver, simply plug the USB SideKeys Receiver into a USB port on the computer. Ensure that the USB cable is securely plugged into both the USB port on the computer as well as the USB SideKeys Receiver. The first time this connection is made the computer will need to locate and assign the proper USB Drivers to the Receiver. This step could take from 5 to 30 seconds; be patient and wait for the red light to light-up on the face of the Receiver. Additional information on the SideKeys wireless keypad system is available in the SideKeys User Manual included with the system.

Note also that if you have installed the software onto a network server, the USB SideKeys Receiver hardware must be connected to the local computer, not the network server computer.



Figure 2-12. System Hardware (Keypads and Receiver)

2.4 Typical Installation

The following diagram and picture give the user an idea on how to setup the system to work in a City Council Chamber, Board Room, or any room where the system may be used. Possible scenarios are TV monitors hanging in the corners of a room, a projected display on a white wall or drop down screen, or a number of other display possibilities. The projection device can either be a portable system or a permanent hanging projector from a ceiling.

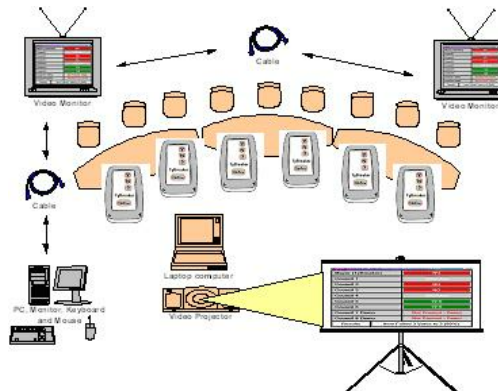


Figure 2-13. Typical Hardware Setup Diagram

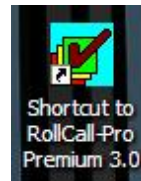


Figure 2-14. Typical Installation Photo

3 Starting RollCall-Pro

Once the RollCall-Pro software is loaded properly and the SideKeys hardware is installed, the full RollCall-Pro system is ready to operate.

1. Double-click on the RollCall-Pro Shortcut icon that is on your computer desktop:



The first screen you will see is the START window (or "Splash" screen):



Figure 3-1. Starting RollCall-Pro System

2. Click on "Start" to open the application.
3. Select any available configuration file the first time the program is opened:

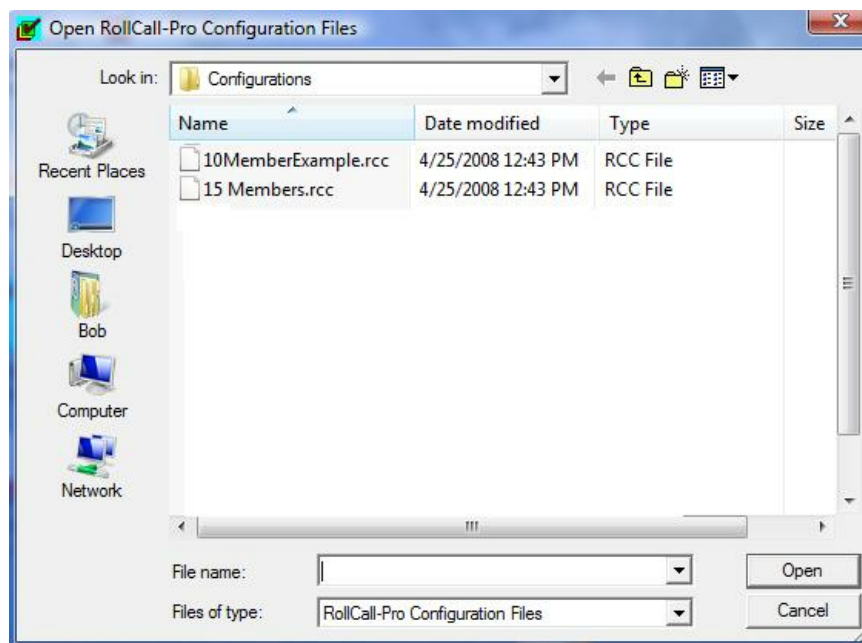


Figure 3-2. Select the Configuration you want to load

4. The Member Names contained in the RollCall-Pro configuration that you selected will appear:



Figure 3-3. Default Settings Screen

5. At this point you can begin using RollCall-Pro to experiment with the system and see how it works with this Default Setup. In this case you should read the **Operator's Manual** to see how the System would be used in a meeting.

If you want to configure RollCall-Pro for your particular Board/Council, continue on to "Setting Custom Configurations".

4 Setting Custom Configurations

4.1 Setup Configurations

1. To change this initial configuration to your own Customized Configuration, Right Click anywhere on this initial screen. A small pop-up window displays several options.
2. Left Click in the pop-up to Select the "Hide/Unhide Tabs" option, as shown here:

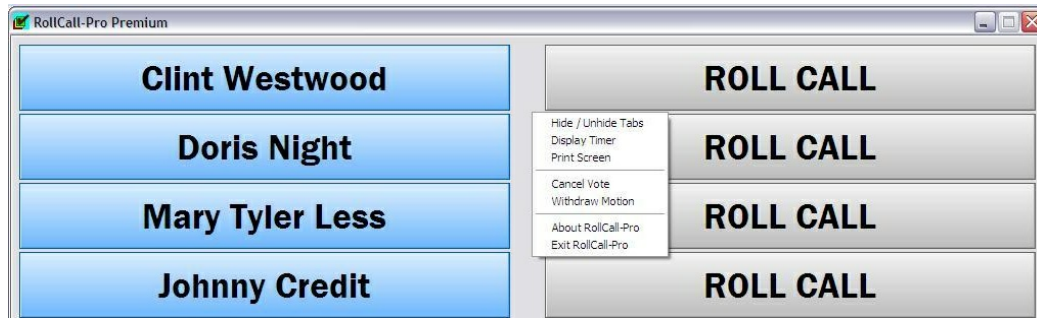


Figure 4-1. Pop-up Choice: Hide/Unhide Tabs

3. The Function Tabs on the right side of the screen will appear, as shown below:



Figure 4-2. RollCall-Pro Display Screen with Tabs

4. To create a custom configuration for your Board/Council click on the "Setup" tab along the lower right-hand side of the screen to begin this configuration process.

On this Setup page, you will find several pieces of basic information that are required for Setup:

Figure 4-3. RollCall-Pro Setup Screen

4.1.1 Number of Members

This is the Number of Voting Member panels that you wish to display on the RollCall-Pro Display Screen. Select the number of members to display on the screen by clicking the radio button next to the desired number:

Figure 4-4. Set the Number of Voting Members

4.1.2 Name Assignments

The most important part of the customization process is the Name Assignments section.

This section “assigns” names to the display panels on the Discussion and Voting screens. This is accomplished by replacing “Member X” with the name of one of your Voting Members.

Member and Non-Voting Speaker Names					
# 1	Clint Westwood	# 21	Member 21	# 41	Member 41
# 2	Doris Night	# 22	Member 22	# 42	Member 42
# 3	Mary Tyler Less	# 23	Member 23	# 43	Member 43
# 4	Johnny Credit	# 24	Member 24	# 44	Member 44
# 5	Billie Jean Queen	# 25	Member 25	# 45	Member 45
# 6	Dave Numberman	# 26	Member 26	# 46	Member 46
# 7	Bob Newlung	# 27	Member 27	# 47	Member 47
# 8	?Oprah Losefrey	# 28	Member 28	# 48	Member 48
# 9	?Tiger Irons	# 29	Member 29	# 49	Member 49
# 10	?May East	# 30	Member 30	# 50	Member 50
# 11	Member 11	# 31	Member 31	# 51	Member 51
# 12	Member 12	# 32	Member 32	# 52	Member 52
# 13	Member 13	# 33	Member 33	# 53	Member 53

Figure 4-5. Enter the Names of Members

You can enter Voting Members' names by clicking on the Member # box and typing the name in place of the "Member #". Move to the next box with the keyboard "Tab" key.

It is useful to number the Voting Members, perhaps by District # represented or by their seating position. **Each Member must use the Keypad # that is next to their Name** on this page. For example: Keypad #3 will always buzz-in to register votes for Member 3.

Keypads are physically numbered on the nose label and on the keypad insert:



Figure 4-6. Keypad/Voter Numbers

If the Mayor or Chair or President only votes in the case of a tie, they must always be assigned to Keypad #1, regardless of which District he/she represents. This Number 1 keypad is the only keypad that can be used to break a Tie Vote.

Special Note: To indicate that a member has no voting privileges but may use a keypad to request to speak, prefix the member's name with a question mark (?).

4.1.3 Nomenclature

The nomenclature section allows you to customize the wording of your voting. Some Boards like to use YES-NO-ABSTAIN, while others like YEA-NAY-ABSTAIN. If you would like to make up your own custom terms, then select the "Custom" radio button under "Results Nomenclature" and type in the text you would like to see on your RollCall-Pro display screen:

Figure 4-7. Choose Nomenclature to be Used in Voting

In addition, you may designate up to two additional labels for "Absent". As the message to the right of these optional labels above indicates, you can toggle between "Absent", "Excused", and "Late" (or whatever nomenclature you use) by *left-clicking* on that member's results after roll call.

4.1.4 Results

This Setup option allows you to choose whether to save the voting results and where they should be saved. The defaults are to save them (as a text file) in the Results subfolder within the main RollCall-Pro Folder (the RollCall-Pro Installation process provides a Shortcut on your desktop to this Folder).

Figure 4-8. Option to Save Results

*Note: If you wish to save the Results somewhere different than in the RollCall-Pro folder, like on the Network Server, you must specify the location path to where you want the Results saved. This is done in the **Directory File Name** field on this screen:*

Figure 4-9. Path to directory where RCP Results are to be saved

You can also choose to have a copy of the RollCall-Pro voting results display screen automatically printed at the conclusion of each vote. This provides a paper record of the voting results.

Note: Selecting this option, but not having a printer connected to the computer, will cause an Error Message during the meeting.



Figure 4-10. Auto Print Option & Printer Setup Button

If you choose to "Auto Print" the voting results of each vote, you can also set the "Printer Setup" by clicking on this button to configure the printer assigned to this computer. The details that can be set depend on the printer and related drivers you have.

If you choose to "Auto Save" the voting results of each vote taken, RollCall-Pro will save a "snapshot" of each voting results screen - as a JPG file - in your Results folder.

4.1.5 Font Size and Style

This button lets you adjust the size and style (font) of the text that appears on-screen:



Figure 4-11. Adjust Font Size and Style

Depending on the lengths of the Members' names and titles, you can increase and decrease the font size accordingly. You can try different font sizes and styles along with variations in how to write names (District # and Member's name, full proper names, first initial & last name, last name only, etc.) to get the best public display of Members' names:

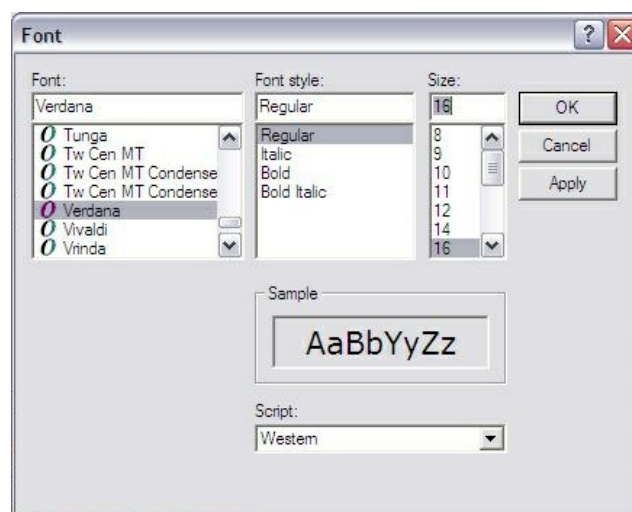


Figure 4-12. Adjust Font Size and Style

4.1.6 Save Custom Configuration

This Setup option allows you to retrieve a previously saved RollCall-Pro Configuration or to save a newly created or revised Configuration. To save a new, custom RollCall-Pro Configuration file, click on the "Save File" button. To retrieve a custom RollCall-Pro Configuration file, click on the "Retrieve File" button (shown below). You can save as many unique RollCall-Pro Configuration Files as you like in the RollCall-Pro folder.



Figure 4-12. Retrieve or Save new Configurations

Note: Again, if you want to save the RollCall-Pro software program and related configurations on the network server, you must specify the file location path to the RollCall-Pro folder and the Configuration folder on the Server.

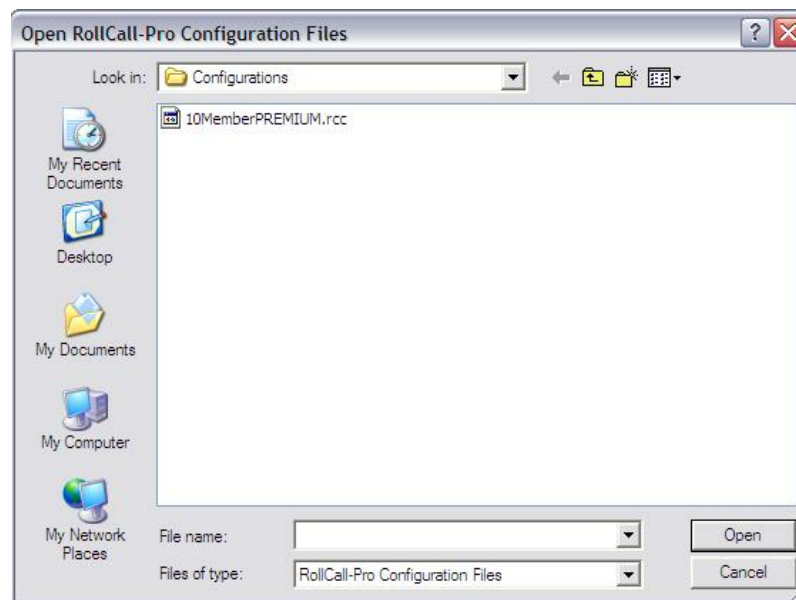


Figure 4-13. Save or Retrieve a Custom RollCall-Pro Configuration File

4.2 Business Rules

The Business Rules for the RollCall-Pro System specify the operating "Rules of Order" that you use to conduct business and legally "Vote" on decisions. The areas that can be changed in these rules include:

- Rules for the first Voting Position
- Initial Voting Criteria

- Activation of the "Request to Speak" Function
- Motion and Second
- Enabling Abstain Votes
- Activation of the "Present / Absent" Function
- Rules about displaying the Votes
- Advanced Business Rules

Business Rules are once again accessed via the Tabs on the right side of the display screen, this time selecting "**Options**" Tab for the "Business Rules". These Business Rules will be covered in depth in this section.

If the Tabs on the right side of the display screen are not visible, *Right Mouse-Click* anywhere on the screen to access the popup menu. Select the "Hide/Unhide Tabs" and the Function Tabs will appear along the right side of the screen:



Figure 4-14. Pop-up Choice: Hide/Unhide Tabs

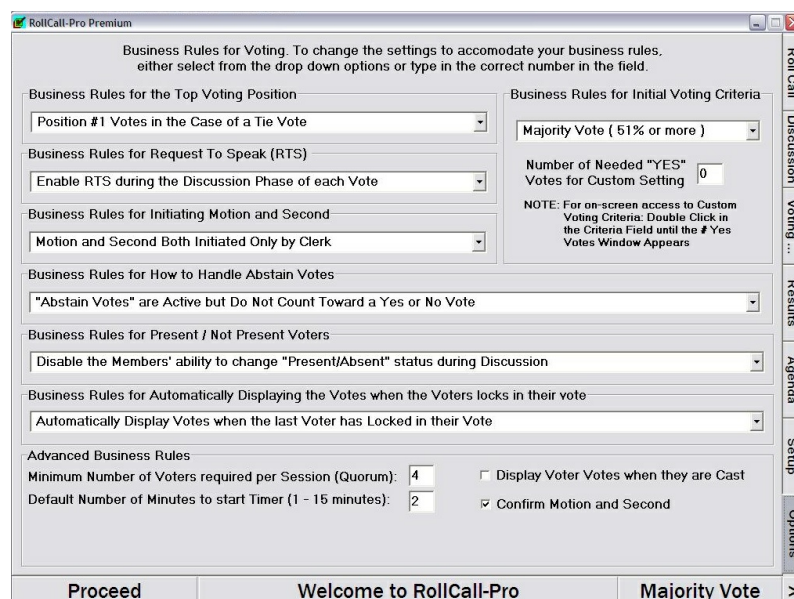


Figure 4-15. Business Rules - Options Screen

4.2.1 First Voting Position

The Business Rules for "First Voting Position " are simply the rules that apply to the first name in the left hand column on the main display. This Member #1 position must be assigned to the Mayor, Chair or President, if they only vote in the case of a tie vote or if this is a non-voting position.

This position can hold one of three roles: 1) the official "Tie-Breaker" or 2) have the same Voting responsibility as every other member or 3) serve as a Non-Voting Member.

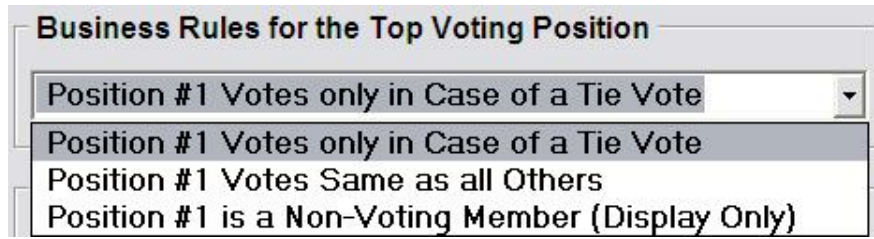


Figure 4-16. Defining the Role of the Top Voting Position

The first setting for this Top Voting Position is as the Tie-Breaker Position. This means that the position:

1. Only votes when a tie occurs,
2. Cannot "Abstain", and
3. Their vote is not required, unless there is a Tie Vote.

This position is typically filled by the Mayor, Chairman or President of the Board.

The second choice for this position is acting as a "Normal" voter and voting along with everyone else on the issues. This position will NOT break ties. If a tie vote does occur, the display will simply show the vote as a tie. The Board would use its own Rules of Order to decide how the tie vote is resolved.

The last choice in this section is to display the name of the person in charge but not to give them any voting rights at all. For example, a City might have an Executive that is not allowed to vote on issues, but regularly sits with the rest of the council members and runs the meetings. In this case, the Executive's name would be displayed, but he would not be allowed to vote on any items.

4.2.2 Initial Voting Criteria

This Business Rule allows the user to select what voting criteria will be displayed as the initial default on the Voting Screen. Choices are:

- **Majority Vote** (Majority of Voting Members Present -- 51% or more);
- **2/3 Vote** (Greater than or equal to 66% of Voting Members Present);
- **3/4 Vote** (Greater than or equal to 75% of Voting Members Present);

- **No Vote Required** (No vote will be taken on this issue, will proceed to next Agenda Item); or
- **Custom Vote** (Actual Number of **"Yes" Votes** required to Pass, regardless of how many Voting Members are Present). You must specify this number, if you wish to use this function.

The actual criteria for each vote can also be adjusted on screen, during the Discussion of the issue, before the vote is cast.

In this section of the Business Rules, you prescribe which criteria will be displayed initially when the RollCall-Pro Display Screen first starts up:

Business Rules for Initial Voting Criteria

Majority Vote (51% or more)

Number of Needed "YES" Votes for Custom Setting: 0

NOTE: For on-screen access to Custom Voting Criteria: Double-Click in the Criteria Field until the # Yes Votes Window Displays

Figure 4-17. Set the Voting Criteria Default

4.2.3 Request to Speak (RTS)

The "Request to Speak" function allows the Members to buzz-in during the Discussion phase of the meeting to speak about the Item before the vote is taken. The Members simply push the "RTS" button on their keypads and their intent to Speak is displayed on the Voting screen. They are instantly placed into the queue of speakers in the order of their request. This section allows the user to enable or disable this function. Additional details about the use of this function are explained in the Operator's Manual.

Business Rules for Request To Speak (RTS)

Disable RTS during the Discussion Phase of each Vote

Disable RTS during the Discussion Phase of each Vote

Enable RTS during the Discussion Phase of each Vote

Figure 4-18. Enable Members to use the "Request to Speak" Function

4.2.4 Motion and Second

The initial setting for this Business Rule is to allow the recording of a Motion by the Clerk and a Second by Members (using their keypads). It may also be set to allow Members as well as the Clerk to indicate Motions, and it can also be set to reserve both operations for the Clerk to perform. Additional details about the use of this function are explained in the Operator's Manual.

If you do not want to use the RollCall-Pro Motion and Second feature, you may disable it by choosing that option from the dropdown menu for this feature:

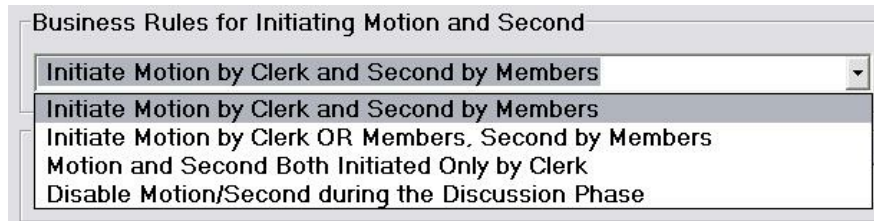


Figure 4-19. Enable/Disable "Motion and Second" Function

4.2.5 Enabling Abstain Votes

The initial setting for this Business Rule is to activate Abstain Votes. This means that the Vote Tally will display the number of "Yes", "No", and "Abstain" votes on an item. Another option is to have RollCall-Pro count abstain votes with the majority (whichever way they vote). If your rules do not allow for Abstain Votes, disable this function using the dropdown menu:

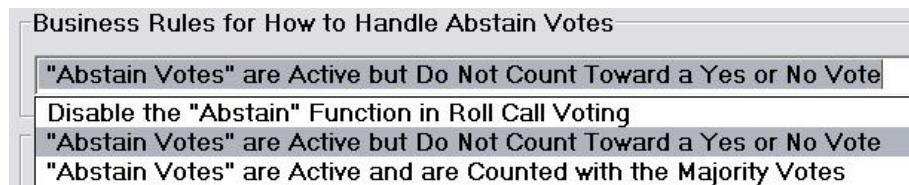


Figure 4-20. Enable/Disable Abstain Function

4.2.6 Present or Absent Members

This function allows the members to enter a meeting during the Discussion phase of an agenda item and make themselves "Present" by pushing the "Yes (Present)" button on their keypad. Likewise, if they need to leave the meeting they can push the "No (Absent)" button on their keypad to make themselves "Absent" when they leave. The default is to have this function Disabled. Additional details about the use of this function are explained in the Operator's Manual.

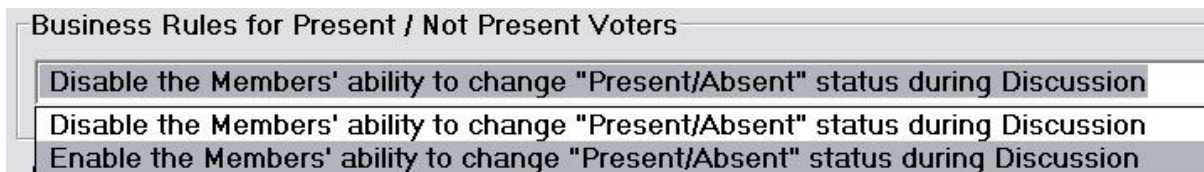


Figure 4-21. Enable/Disable the "Present/Not Present" Function

Note: Even if this "Present/Absent" function is disabled, the Clerk/Leader can still change the Present/Absent status of any Member during any stage of the meeting by double clicking the mouse on the member's name on the screen. See the Operator's Manual for details.

4.2.7 Displaying Voting Results

As member votes are cast, their votes are locked in but not displayed publicly. When all the votes are locked in, the voting results are publicly displayed, unless there is a tie, and then the #1 Position Member must vote to break the tie before the Voting Results are displayed. One option for this Business Rule is to display the votes when the last Confirmed voter has locked in his or her vote.

Alternatively, you may opt to let the Leader choose when to display the results. In this case, select the second option under the dropdown menu for this item. When this option is active, a status message at the bottom of the screen will display when the last voter has confirmed his or her vote. The Leader or Clerk must then click on "Proceed" to display the results.

This also allows one last opportunity to let any Member change their vote, before the final voting results are displayed. If, for some reason, a Member is not sure how they voted and fears that their vote might be wrongly registered, they can have their vote reset, by the Leader, before disclosure, and recast their vote.

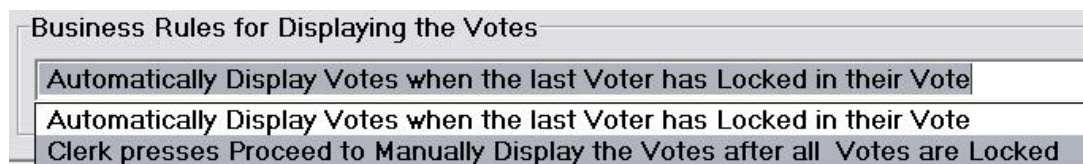


Figure 4-22. Specify When to Display Voting Results

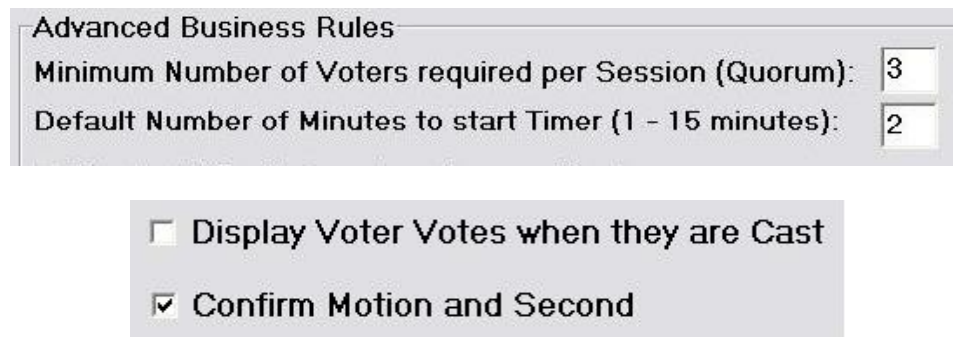
Note: See the Operator's Manual for how the Leader can reset individual Voting Member locked votes before they are disclosed.

4.2.8 Advanced Business Rules

This section allows the user to set the values for 4 separate options:

1. The minimum number of voters (Quorum) that must be present in order for the session to go forward
2. The default (starting) number of minutes for the Public Timer

3. Whether or not to display members' votes as soon as they've confirmed them
4. Whether or not to display confirmation dialog boxes when motions and seconds are recorded



Advanced Business Rules

Minimum Number of Voters required per Session (Quorum): 3

Default Number of Minutes to start Timer (1 - 15 minutes): 2

☐ Display Voter Votes when they are Cast

☒ Confirm Motion and Second

Figure 4-23. Advanced Business Rules

Regarding the minimum number of voters required (Quorum), if this number of Members does not buzz-in during the initial Roll Call, the Voting System will not proceed. A notice will appear in the bottom center of the RollCall-Pro Display Screen indicating an insufficient number of Voters is Present to conduct official business. Likewise, if the number of Members "Present" in the meeting falls below this Quorum during the course of the meeting, the system will not allow a Roll Call Vote.

The Public Timer may be set initially at any value from 1-15 minutes. If you allow public speakers each to have 5 minutes of speaking time, enter "5" in this field. (You may also adjust this value up or down at any time the Public Timer is displayed.)

If you would not like to have members vote secretly and disclose their votes all at once, check the box next to "Display Voter Votes when they are Cast". This will cause members' votes to be disclosed individually as soon as they have confirmed their votes.

The default setting for "Confirm Motion and Second" is to display on-screen a confirmation dialog box each time a motion or second is registered. These dialog boxes give you the option of cancelling a motion or second, in case you make a mistake, which is why this option is checked by default. However, if you would not like to have RollCall-Pro display confirmation dialog boxes on-screen when someone motions or seconds, uncheck the "Confirm Motion and Second" option.

4.2.9 Save Changes

When you have finished setting all the Business Rules for your meeting, you must click on another Tab to leave this page. When you do, you will be asked if you want to Save your Business Rules in the Configuration File before proceeding. If you choose not to Save your changes, they will be active during this session, but they will NOT be active the next time this Configuration is used.

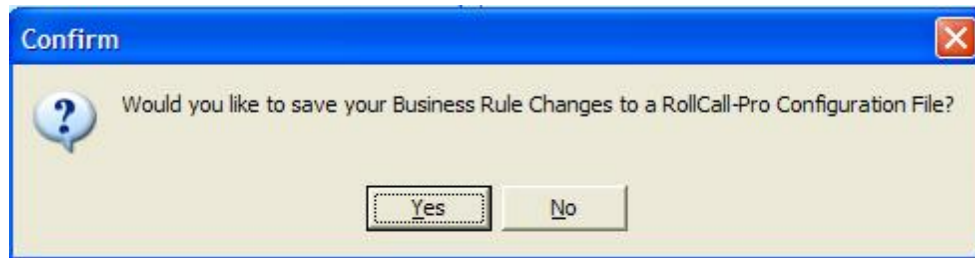


Figure 4-24. Save Business Rules

Special Note: With one exception, if you choose not to Save your changes, the new settings will be active during this session, but will not be active the next time this Configuration is used.

This does not apply to Quorum Rules. If you modify the Minimum Number of Voters after starting RollCall-Pro, you must:

1. Save the configuration file,
2. Exit RollCall-Pro, then
3. Re-launch RollCall-Pro.

4.3 Agenda - Preload Before Meeting

You can enter a complete list of Agenda Items into the RollCall-Pro system before the meeting starts. While this is optional, doing so allows you to easily navigate forward and backward (skipping or jumping around) the agenda, to quickly and easily amend existing resolutions or even to insert new ones, to revisit an item, and to display the details behind an item to the Board or Council on the RollCall-Pro main screen.

Click on the Tab "Agenda" on the right side of the screen to view the Agenda input page:

Figure 4-25. Agenda input page

- The "Short Description" (maximum 16 characters) entered in the field at the top of this page will appear at the bottom left of the Discussion and Voting screens in place of the standard "Item Number" on the RollCall-Pro main screen.
- The "Voting Criteria" for the Item to pass at the top right side of this Agenda page (including an option for "No Vote Required" if appropriate) will appear at the bottom right of the RollCall-Pro Discussion and Voting screens.
- The Full Description of the Item can also be entered in the large field of this Agenda page for each Item. This Description can be viewed in the meeting by clicking on the centered label ("Discuss Resolution 123") at the bottom of the Discussion and Voting screens. This process will be explained in more detail in the **Operator's Manual**.

To enter a new Agenda, start by Loading an existing Agenda. Initially, you can use the "Sample Agenda".



Figure 4-26. Load Agenda - Selection Screen

The contents for each Agenda Item can be typed directly or cut and pasted from another document.

Agenda Item Short Description (Maximum of 16 characters)	Agenda Item Voting Criteria
<input type="text"/>	<input checked="" type="radio"/> Majority Vote <input type="radio"/> No Vote Required <input type="radio"/> 2/3 Vote <input type="radio"/> Custom "YES" Vote <input type="radio"/> 3/4 Vote Enter Needed "YES" Votes: <input type="text"/>

Figure 4-27. Agenda Short Description and Voting Criteria Settings

At a minimum you must enter 1) the Short Description of the Agenda Item and 2) the Voting Criteria at the top of this page. This Short Description and its Voting Criteria will appear in the fields at the bottom of the screen during the Discussion and the Voting of this Item. This information will also be used to record the Discussion info and the Voting Results in the Results document.

The Description can only be a maximum of 16 characters in length. The Voting Criteria can be one of five options. The most common criteria for deciding if an Item passes is the "Majority Vote". In this case if more than 50% of the members present and voting say "Yes" on the Item, it passes. The 2/3 and 3/4 Voting criteria require that at least 2/3 or 3/4 of the members present and voting say "Yes" on the Item for it to pass.

If "No Vote Required" is the selected criteria, when the Discussion of the Item is completed, the Agenda will move directly to the next Item, without a vote taking place.

If the vote on an Item requires some minimal number of Yes votes to pass, no matter how many members are present and voting (e.g. the Item requires 2/3 of the full Board to pass – 14 out of 20 Board Members), the "Custom Yes Vote" option can be selected and the number 14 entered in the "Yes" Votes Needed box.

The detailed text of the Agenda Item is optional. If you want to be able to display the details of the Item to the Board/Council Members or to the public, it can be typed or

copied into this Agenda page. In this case, when the Full Description is to be displayed, the Leader/Clerk simply *double-clicks* on the "Discuss Resolution 123" label at the center bottom of the Discussion or Voting screen:

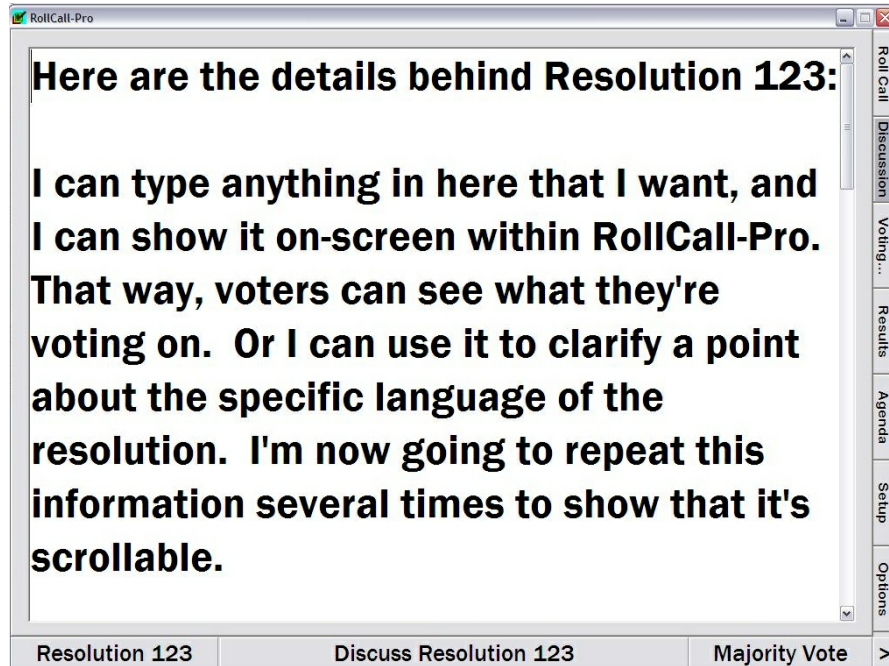


Figure 4-28. Agenda Full Description Displayed During Meeting

Double-clicking on this label will close this detail and return the program either to the Discussion or Voting phase for that item.

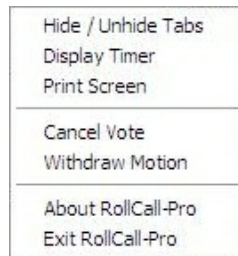
Note: If the Board or Council wishes to edit the Full Description of the Item to reflect the changes that are under discussion, the Clerk will need to access and edit this Full Description using the Agenda tab features, not the navigation menu being used to move forward and backward in the agenda.

When the new Agenda has been entered, it needs to be Saved with an appropriate name, which is usually the name and date of the meeting. This full agenda can also be printed out for the record, especially if it was revised during the meeting.

More details on using the Agenda Function during the meeting are provided in the Operator's Manual.

5 Additional Menu Items

When you "*right mouse-click*" on the RollCall-Pro screen, you get a pop-up window of several options. So far we have discussed the "**Hide/Unhide Tabs**" function. In this section we will describe the other functions that are also available in this pop-up window:



5.1 Display Timer

This function is intended to provide a visual timer to manage the time limit on public input from individuals to the Board. It can be used any time the Board wishes to set a time limit on a speaker. To display the timer, right-click on the RollCall-Pro Display Screen and select "Display Timer" from the menu:

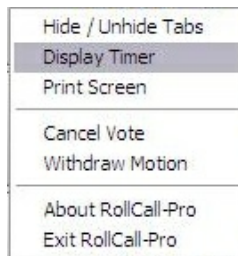


Figure 5-1. Display Timer Option

The Public Timer screen then displays:

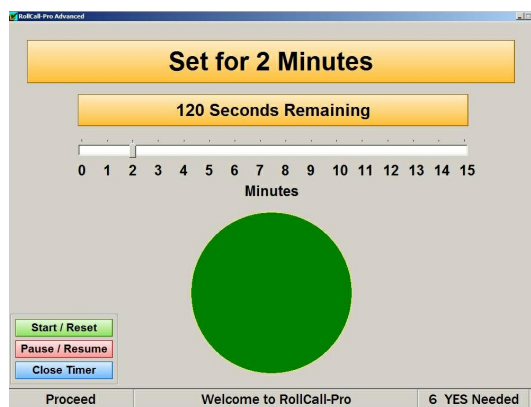


Figure 5-2. Public Timer Display

Time limits can be set from 1 to 15 minutes using the sliding bar on-screen. There are 3 controls for the Public Timer:

1. **Start / Reset** - Clicking the "Start / Reset" button the first time begins the Public Timer countdown sequence. Clicking it a second time resets the timer to its initial setting and begins the countdown sequence.

2. **Pause / Resume** - Clicking the "Pause / Resume" button the first time stops or pauses the timer. Clicking it a second time resumes the countdown sequence from the value where it was paused.
3. **Close Timer** - Closes the Public Timer Display and returns to the RollCall-Pro Display Screen.

5.2 Print Screen

This function allows the Leader/Clerk to print a copy of the screen at any point in time during the meeting.

Note: A printer needs to be attached to the computer for this function to work.

This copy of the screen can be helpful in cases where the Clerk or the Board wants to document the information displayed on the screen.

For instance: If there is a queue of Members who have "Requested to Speak" on an Agenda Item, when an Amendment to the Item is proposed, the Clerk might want to capture the order of this Queue before the discussion on the Amendment proceeds. This printed copy of the queue would allow the Chairperson to follow the previous order of Speakers when they resume conversation of the Amended Item.

Simply "Left-Click" on the "Print Screen" option to print out a hard copy of the current screen on the computer.

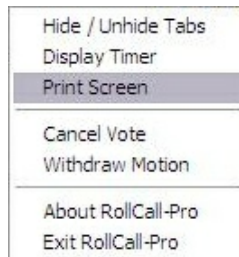


Figure 5-3. Print Screen Option

5.3 Cancel the Current Vote

The "Cancel Vote" option, as its name indicates, lets you cancel a vote in progress:

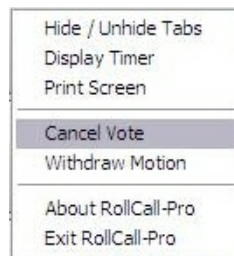


Figure 5-4. Cancel Vote Option

The "Cancel Vote" option only works in the middle of a voting session before all the votes are locked in/confirmed and disclosed. Left Click on the "Cancel Vote" menu item, and then the system will ask you to confirm your cancellation:

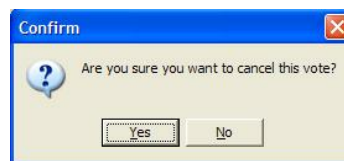


Figure 5-5. Are you sure?

For example, if you are voting on "Item 5", and after the voting has started, but not been completed, you might wish to cancel the vote for some reason, e.g., the Criteria to Pass is incorrect. To cancel the vote, simply right click on the screen and select the "Cancel Vote" menu item, then click "Yes" in the pop-up confirmation window (above). The voting session will return to the Discussion of Item 5.

5.4 Withdraw Motion

The "Withdraw Motion" option lets you remove a Motion that has been recorded on-screen:

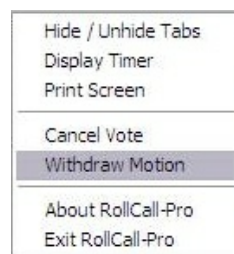


Figure 5-6. Withdraw Motion Option

When a Motion is withdrawn (or dies due to a lack of a Second), the Clerk uses this option to return to Discussion on an agenda item with no Motion on the table. Additional details about the use of this function are explained in the Operator's Manual.

5.5 About RollCall-Pro

The "About RollCall-Pro" screen is also available from the "*right mouse-click*" anywhere on the RollCall-Pro Display Screen. This window provides additional information about the

installed version of RollCall-Pro System that you have:

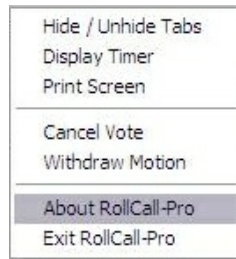


Figure 5-7. Accessing About RollCall-Pro

The following figure shows the RollCall-Pro Premium System "About RollCall-Pro" box:



Figure 5-8. About RollCall-Pro Box for Version 3.2

5.6 Exiting RollCall-Pro

When you are finished working with the RollCall-Pro System you can exit the program from the same pop-up "right-mouse click" window. This method of exiting the program provides some protections from accidental closure and from closing before Voting Results are saved.

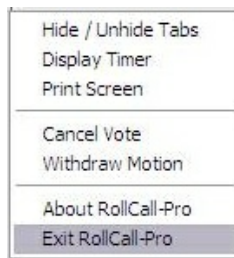


Figure 5-9. Exiting RollCall-Pro

After choosing the Exit option, the next popup asks if you really want to Exit the program, just in case this was an accidental choice:

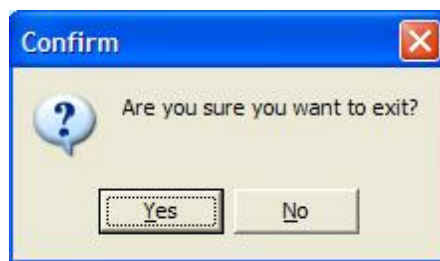


Figure 5-10. Exit Confirmation

Also, if there is a Roll Call voting result that has not yet been saved in the Results folder, another Popup screen will direct you to click "Proceed" to save these voting Results before exiting the program:

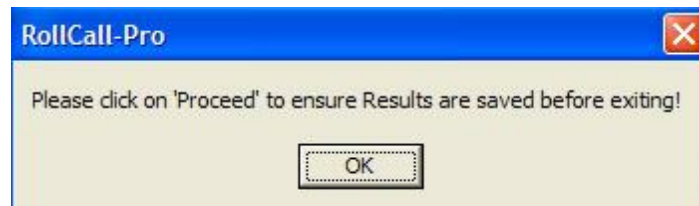


Figure 5-11. If the Last Voting Results have not been Saved, you cannot Exit.

When you Exit the program in this manner the "Time the Meeting Ended" is time also stamped in the Results document.

6 Customer Service

This RollCall-Pro **Installation and Setup Manual** is intended to provide guidance to prepare your system for the meeting.

The RollCall-Pro **Operator's Manual** is intended to provide guidance in the use of this system in running the meeting.

The **SideKeys User's Manual** is intended to provide guidance in the use of the wireless keypads in this system.

If you need additional assistance in the use of these tools, please contact us.

Current Works, Inc.
1395 Horizon Drive
Johnsburg, IL 60051
888-526-1200
Email: info@currentworksinc.com
Website: www.rollcallpro.com

Customer Service available Monday-Friday 8:30am – 4:30pm Central Time.

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